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Rescinded
9 May '50

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
[Redacted]

5 January 1950

STATINTL

SUBJECT: Protection of Government Property.

1. In the interests of safety and preservation of government property, Assistant Directors and Staff Chiefs will insure that supervisory personnel at all levels will:

a. Take action to reduce to a minimum the number of places per building where coffee and other beverages are prepared.

b. Secure asbestos or other suitable fireproof covering for office furniture on which hot plates and hot receptacles are placed.

c. Assure themselves that circuits to which hot plates are connected are designed to carry the additional load.

d. Insure that hot plates are disconnected when not in use.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted]
Acting Executive

STATINTL

DISTRIBUTION: A.

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
[REDACTED]

9 May 1950

SUBJECT: Protection of Government Property

STATINTL

RESCISSION: Administrative Instruction [REDACTED] dated, 5 January 1950

1. As a result of recent building inspections the General Services Administration has informed this Agency that almost without exception the hot plates in use in CIA buildings constitute fire hazards.

2. In view of the above, the use of hot plates in CIA buildings will be discontinued immediately. Hereafter, hot plates may not be used without the prior written approval of the Chief, Services Division, Administrative Staff.

3. No funds are available to provide adequate protective installations at government expense for non-hazardous hot plate use. There is no objection, however, to providing a reasonable number of such installations at the expense of the users. The cost of adequate protection in such cases will be approximately \$15.00 per installation. The Chief, Services Division, Administrative Staff, may be contacted for further details.

4. The Chief, Administrative Staff, is charged with the proper enforcement of the above instructions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Acting Executive

DISTRIBUTION: A

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CENTRAL INTELLIGENCE AGENCY
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DISTRIBUTION: A.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[]
Acting Executive

DISTRIBUTION: A

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Chief, Services Division

4 May 1950

Management Officer

Hot Plates

1. In accordance with provisions of the pending Administrative Instruction all offices will cease to use hot plates now located in CIA.

2. It was noted on the attached papers from the proposed regulation that the hot plate located in Room 146, South Building, has been approved by GSA. This is the only hot plate the Management Office utilizes.

3. It is requested, therefore, that authority be granted this office to continue to operate this hot plate which was installed by PBA personnel according to approved standards.

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JDA/ms
cc: Subject File ✓

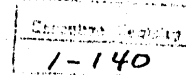
UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Chief Admin Staff	QVE	3 May
2	Management Officer		
3			
4			
5			
FROM		INITIALS	DATE
1	Acting Executive	DS	1 May
2			
3			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>REMARKS: (1) & (2). Please cooperate in the early issuance of new instructions along the lines indicated in attached pencil draft. Do not hold up for new Rep. See me if you desire major change.</p> <div style="display: flex; justify-content: space-between;"> SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED </div>			

FORM NO. 30-4
SEP 1947

(Over)

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STANDARD FORM NO. 64



Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Executive
FROM : General Counsel
SUBJECT: Hot Plates

DATE: 25 April 1950

1. I believe your approach of reimbursement from individuals is the only satisfactory solution to this problem. I have discussed with Fiscal and we agree on the following suggestion:

The General Services Branch, or other appropriate office, will determine the number and locations of the hot plates, and then approach the potential users of each for contributions to obtain sums necessary for each installation. These collections should be turned in against the number of the installation and held in a special account in the Fiscal Office and, when collections were complete, work orders could be issued against individual installations for which the total had been collected, or for all the installations if all collections have been made. Fiscal would then reimburse PBA in the normal manner and repay itself out of the collections.

STATINTL

2. We see no basis for questioning this procedure, except possibly on the merest technicalities which would not deserve serious consideration.



LAWRENCE R. HOUSTON
General Counsel
Legal Staff

Attach: Memo to Acting Ex fr Chf, Adm Staff, dtd 21 Apr 50
Memo to Chf, Adm Staff, fr Chf, Services Div., dtd 14 Apr 50
Memo to Chf, Services Div., fr Chf, General Services, dtd
2 Mar 50

UNCLASSIFIED		RESTRICTED	CONFIDENTIAL	SECRET
		(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)		
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO		INITIALS	DATE	
1	General Counsel			
2				
3				
4				
5				
FROM		INITIALS	DATE	
1	Acting Executive	DS	24 Apr	
2				
3				

☐ APPROVAL
☐ ACTION
☒ COMMENT
☐ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION

☐ SIGNATURE
☐ RETURN
☐ DISPATCH
☐ FILE

REMARKS: One approach might be on the basis of reimbursement from individuals being served. Could installations be made on that basis without legal objection?

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CONFIDENTIAL
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FORM NO. 30-4
SEP 1947

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Executive

FROM : Chief, Administrative Staff

SUBJECT: Use of Hot Plates in CIA Buildings

DATE: 21 April 1950

1. After receiving the attached memorandum from the Chief, Services Division, I contacted Mr. Briggs, PBS superintendent of buildings in this area, regarding the views of GSA on this matter. He stated that the regulations as quoted in the attached memo were those of GSA and that he had recently been asked to check all buildings for violations of these regulations. He further stated that although they had more or less "closed their eyes" to the use of them at this time, there is such a number of them that he suggested it might be well to curtail such installations. He remarked that there are a few properly installed hot plates in CIA, one being on the second floor of the Administration Building. However, this type of installation costs about \$15.00 each and, if the work order were properly prepared, GAO would definitely take exception to such expenditures.

2. It is recommended that by informal discussion with proper officials the number of hot plates be limited and, if possible, some few installations in central locations be made.

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1 Att

120 VBS ST LW 4 41

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff

DATE: 14 April 1950

FROM : Chief, Services Division

SUBJECT: Hot Plates

1. It has come to the attention of this office that none of the hot plates in use in CIA are installed in accordance with specifications required by the Public Buildings Service, General Services Administration. For your information, these specifications are quoted below:

"The hot plate shall bear the label of the Underwriters Laboratories and shall be permanently installed on a non-combustible plate with a permanent electrical connection through a switch and pilot light which shall indicate whether the hot plate is on or off, unless the hot plate itself is provided with a light to give this indication. The hot plate should be protected on the sides by non-combustible material where it is exposed to combustibles such as paint on walls and wood back-boards on tables or cabinets."

2. Attached is a copy of a memorandum dated 2 March 1950 from the Chief, General Services Branch, Services Division, on this subject, in which several recommendations are made. Upon receipt of this memorandum, I requested that a survey be made to determine the exact number of hot plates in use and also an indication of the number of requests which were pending from the operating offices.

3. In the above mentioned memorandum from the Chief, General Services Branch, it is pointed out that two work orders were submitted to the Fiscal Division for encumbrance and in the second paragraph thereof, it is stated that the Fiscal Division took exception to these requests on the basis that work was requested for the personal convenience of employees and CIA funds were not available for this purpose. I have discussed the matter with [redacted] Assistant Chief, Fiscal Division, who has confirmed this situation.

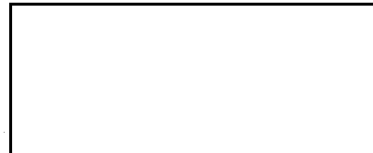
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4. As a result of the survey made, it was found that CIA has in use a total of 207 hot plates as indicated in the attached memorandum dated 3 April 1950 from the Chief, General Services Branch, and a total of 77 requisitions are presently pending. The 207 hot plates in use, according to the Public Buildings Service, represent fire hazards, and action must be taken to either install them according to PBS specifications or remove them. Since the Fiscal Division takes the position that CIA funds are not available for the purpose of properly installing hot plate equipment, and in view of Administrative Instruction [redacted] dated 5 January 1950, Subject: "Protection of Government Property", it appears that this matter is appropriate for discussion with the Acting Executive and the General Counsel. If it is found that the existing hot plates must be removed and cannot be reinstalled at Government expense according to PBS specifications, it is pointed out that there are coffee hours in both the morning and afternoon in the Que Building and "K" Building cafeterias. On the other hand,

STATINTL

if it is found that the hot plates can be properly installed, it is recommended that approval be obtained to limit the number of hot plates available in each office or staff section and to install them in a central location. It is, also, recommended that the General Services Branch be authorized to determine central locations for coffee makers in cooperation with Administrative Officers in order to reduce the expense to the Government.

STATINTL



Attachments (2)

REC'D 5/5 5/1 4/41

5/1 5/1 5/1

Chief, Services Division

2 March 1950

Chief, General Services

Hot Plates

In accordance with Administrative Instruction [] this Office submitted two work orders #114 and #116 to the Fiscal Office, CIA, for encumbrance, to cover reimbursable charges for the installation of hot plates in the South and []

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The Fiscal Office took exception to these requests on the basis that the requested work was for personal conveniences and that the expenditure of government funds for this purpose was not permissible. As mentioned in our memorandums dated 3 November, 2 December and 29 December, the undersigned was of the opinion that this exception might be taken by the Fiscal Office and therefore submitted the two work orders as a test of this opinion.

This matter was then discussed with the Assistant Chief, Fiscal Division, who stated that it might be possible to make use of Public Law 110 for the appropriation of funds, provided that requests for this type of installation were held to a minimum. The three memorandums previously mentioned indicated that there were several hundred hot plates involved in the overall picture at an estimated cost for installation of \$18.00 each. The Assistant Chief, Fiscal Division referred to the use of Public Law 110 only on the basis that the hot plates be installed on a very minimum basis in order to avoid criticism regarding the expenditure of funds for personal conveniences.

Therefore, it is recommended that the following action be taken in order to settle the question of hot plates once and for all.

- A. That approval for the expenditure of funds in accordance with Public Law 110 be obtained from the Executive, CIA.
- B. That installations be made provided that the Assistant Directors or Administrative personnel authorized to handle space problems allocate the required space within their own areas as required.
- C. With the possible exception of Assistant Directors or equal, that no individual installations of hot plates be approved.
- D. That hot plates be installed in rows or banks in confined locations within the several buildings. The number of units to be determined on a pro-rata basis.

1320 ABY SI BW 4 41

BUDGET OFFICE

-2-

As an example, the undersigned recommends that four hot plates be installed in a bank on each of the two floors of [REDACTED]. Although an inventory has not been taken of this building, regarding the present number of hot plates therein, we are of the opinion that there are at least 125 of these units at the present time. Banks of hot plates would be installed in the various buildings in accordance with the number of personnel and the need for such facilities. It would be necessary that the personnel in each of the buildings provide the units which would be installed to the General Services Administration on a reimbursable basis to this Agency.

ILLEGIB

The above plan has been verbally approved by the General Services Administration and the Physical Security Office, I & S.

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1020 168 51 6M 4 41
BUDGET OFFICE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

FROM : Chief, General Services Branch

SUBJECT: Hot Plates

DATE: 3 April 1950

This Office has completed a survey of existing hot plates in the various CIA occupied buildings, and the following information is noted.

North Building - 9

212	117	113
200	115A	214A
118	102	203

Central Building - 2

122
209

South Building - 13

157	335 (2)	308
134	300	146 - ok G.S.A.
240	336	
220	242	
237	307A	

Garage (Rear of Que) - 1
Second floor

Rm. 3

Tempo Que - 22

1266	2157	2005
1258	2237	2104A
1141	2254A	2107
1108	2281	2115
2058	1075	2079
2028	2154	2029
2145	2001	2075 - ok G.S.A.
2153		

1020 VBS SI BW 4 41

BRUSSEL OFFICE

-2-

Tempo M Building - 53

2509	2008	1049
2532	2222	2069
2531	2228	1545
2515	2230	1535
2516	2223	1029
2065	1057	1417
2061	2102A	1422
2415	2110	1426
2443	2122	1515
2440	2121	1526
2432	2105	1114
2428	2316	1126
2041	2313	1129
2023	2052	1326
2015	2317	1334
2007	2324	1217
2003	2321	1218
2213	2332	

Tempo K Building - 17

2506	2411	2010
2513	2403	2209
2505	2304	2209
2501	2310	1512
2404	2311	1503
2412	2014	

Tempo L Building - 13

1060	1056	1701
1067	1716	2604
1704	1716	2706
1061	1709	2067
2703		

These appliances were in O P C occupied space in Tempo L at the time of survey. These offices have now transferred to Tempo K Building.

NOV 31 5 11 PM '61

RECEIVED

-3-

Tempo L Building - 60

1312	2501	2210
1309	2503	2212
1305	2516	2214
1303	2508	2207
1301	2507	2201
1028	2036	2008
1041	2030	2006
1514	2404	2107
1511	2410	2109
1050	2414	2113
1603	2407A	2114
1612	2314	2110
1607	2312	2106
2607	2310	2102
2615	2309	2000
2608	2302	1105
2604	2018	1106
2052	2016	(Three hot plates
2041	2014	(1st floor, 2nd
2047	2204	(wing. Commo

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2005	2148	2327
2111	2217	2341
2133	2301	

2210 E Street, N. W. - 10

307	208	107
303	204	104
304	203	103
207		

Total hot plates 207

Of the listing noted above only two (2) hot plates have been installed in accordance with G.S.A. regulations.

Installations for hot plates have been received in accordance with the following:

NOV 1960 31 10 41

RECEIVED

-4-

South Building	1
Tempo L Building	50
North Building	1
<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	9
Tempo Que Building	5
<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	3
Tempo M Building	8
Total	77

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